Human Resources

DATE POSTED: **July 06, 2005**

REQ. # 05-159

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue   Fort Pierce, Fl. 34982 – 5652
Telephone (772) 462-1546   Jobline (772) 462-1967
http://co.st-lucie.fl.us

This position must be posted for at least five (5) working days from **07-06-2005** TO **07-12-2005,** but will remain open until filled.

DEPARTMENT/DIVISION
MANAGEMENT & BUDGET

POSITION AVAILABLE
BUDGET ANALYST INTERN

OF OPENINGS
1

STARTING SALARY
$13.38 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statues, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 715
PAY GRADE 15
SALARY : $13.38 - $20.59
BUDGET ANALYST INTERN

MAJOR FUNCTION: This is an advanced level technical position involving data research, trend analysis, cost-benefit analysis, forecasting and reporting. All tasks are normally related to administering accounts associated with grants and public agency budgets.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:
Knowledge: A thorough working knowledge of MS Windows, computer spreadsheet (MS Excel), word processing (MS Word) and presentation (MS Powerpoint) software programs, Moderate knowledge of statistical analysis methodology with an emphasis on trend analysis, cost-benefit analysis and forecasting; Basic knowledge of budgeting, accounting, purchasing and financial management principles and practices.
Abilities: Ability to communicate and establish effective working relationships with senior management, co-workers, departmental staff and the general public, both verbally and in writing; to interpret and comply with complex grant procedural and regulatory requirements; to maintain accurate records of accounts; to plan, organize, conduct and interpret complex analysis to include recommendations on how to improve efficiency or effectiveness; to provide advice and technical assistance in the preparation of the annual budget; to prepare formal reports under general supervision; to effectively utilize both PC and mainframe based financial data systems; to organize and prioritize a multitude of tasks; to work with minimal supervision.

ESSENTIAL JOB FUNCTION: Establish and maintain financial and budgetary accounts relating to the administration of grants and agency operating or capital budgets; enter and update data related to financial and budgetary accounts; assist in preparing budget transfers, amendments, and resolutions; collect data, conduct analysis under general supervision and prepare reports on budgetary and financial matters as assigned; processes transactions related to financial and budgetary accounts, such as purchase orders, line to line transfers and any adjustments to the working budget; assists in preparation, review and implementation of agency and grant budgets; performs related work as required.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Occasional walking and frequent standing. Ability to lift occasionally 30 pounds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from an accredited two-year college or business school with major course work in finance, accounting, public administration, business or related field.

EXPERIENCE: Two years of experience in financial management, accounting or a related administrative activity or one year experience with a four-year degree with or equivalent qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Florida driver's license may be required.